



Galveston County is seeking a new Administrative Coordinator of Research and Communication for the Economic Development department! The right candidate will be responsible for providing administrative and project based support for the Galveston County Economic Development Department.

- **We have Excellent Benefits!!! –**
 - **Medical**
 - **Dental**
 - **AMAZING Retirement**
 - **Vision, Disability**
 - **Free Workout Facilities**
 - **Free Covered Parking at Moody Building**
 - **AFLAC and much, much more!**
- **We are a team oriented environment**
- **Hourly Rate: \$16.44**

We want you to join our team of professionals and begin a long term career with the County! If you meet the criteria listed below, please apply.

Required Skills:

- BA/BS and 1+ year of professional experience related to economic development/marketing/advertising/sales OR In lieu of an advanced degree; 5 years in closely related field
- Knowledge of general marketing/sales concepts and principles
- Able to independently gather information, prepare reports/updates/newsletters and develop marketing materials
- Exceptional oral and written communication skills
- Expert MS Office Skills including Excel & PowerPoint
- Outstanding customer service skills
- Able to work independently
- Must be able to understand and communicate complex economic and business activity information
- Able to manipulate and report information in a useful fashion
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Preferred Skills (Not Required):

- Experience with GIS systems
- Ability to conduct basic surveys
- Experience in website development
- Direct experience in economic development operations
- Basic statistical analysis skills
- Understanding of the communities in Galveston County

To apply please visit our website

<http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx>

and fill out our online application. Or apply in person at 722 Moody, 3rd Floor Human Resources.

ADA/Equal Employment Opportunity Employer/VETS WELCOME